

## Application for Personal Filming/Photo Shoot

Applicant's Details : \_\_\_\_\_ (Full Name)

\_\_\_\_\_ (Contact No.)

\_\_\_\_\_ (Email Address)

Proposed Date of Filming/Photo Shoot : \_\_\_\_\_

Start Time and End Time : \_\_\_\_\_

Below 5 persons -  
S\$184 for every 2 hours (Inclusive of GST).

Group Size (Including Crew)

More than 5 persons –  
S\$254 per hour. (Inclusive of GST).

Please fill up separate application under Large  
group, commercial filming, and photography.  
\* Subjected to approval (14 working days prior  
to the requested shoot date.)

Photo/Bridal Studio Details : \_\_\_\_\_ (Name of Studio)

(If applicable)

\_\_\_\_\_ (Contact No.)

Photographer's Details : \_\_\_\_\_ (Full Name)

\_\_\_\_\_ (Contact No.)

I, the undersigned, verify that the above information is accurate and understand that this application is subject to the approval of the National Heritage Board (as represented by the National Museum of Singapore). I hereby declare that I have read, understood and agree to the terms and conditions stipulated herein should this application be approved.

Name :

Signature :

Date :

**For Official Use Only:**

Visitor Services

Approving Officer :

Comments : Approved / Not Approved

Signature :

Date :

## Terms & Conditions for Personal Filming/Photo Shoot

1. Personal filming/photo shoots in the museum are charged at the rate of S\$184 for every 2 hours (inclusive of GST). Please submit the duly completed application form and make payment (via cash, NETS or credit card) **on the same day** before commencing filming/the photo shoot, at the Visitor Services counter on the first floor of the museum. **No prior application is required.**
2. The permitted period of personal filming/photo shoot will begin from the time of payment (note: unless otherwise approved, filming/photo shoots will only be allowed during the standard operating hours of the museum from 10am to 7pm). A representative will need to present the receipt in exchange for a security pass at the guard post near the entrance of the car park before commencing personal filming/photo shoot. The security pass must be carried at all times during the personal filming/photo shoot.
3. All personal filming/photo shoots are restricted to a maximum of 5 persons (including the bride and groom for wedding shoots). Please note that all filming/photo shoots for commercial purposes and large groups of more than 5 persons are chargeable at the rate of S\$254 per hour.
4. Please conduct a site recce of the desired location(s) for the filming/photo shoot in the museum on the same day before making payment, as the desired location(s) may be occupied by an event or exhibition. Please note that any payment made will not be refundable should the desired location(s) for filming/photo shoot be unavailable or occupied due to such reasons.
5. Styling, makeup and change of attire is strictly prohibited in all public spaces and are only allowed in the basement washrooms of the museum.
6. Filming/photo shoots are not allowed in exhibition galleries, the admin office and outside level 1 washrooms of the museum.
7. The use of tripods is not allowed in the museum.
8. Posing in swim wear, nude or other controversial attire is not allowed.
9. Standing and posing on the level 2 spiral staircase of the museum is allowed up to the third step only for safety reasons. The chain on the staircase should not be removed.
10. Do not climb on the exhibits, sculptures, banisters, window sills and ledges.
11. Exhibits, furniture and any other objects belonging to the museum must not be shifted or rearranged and no equipment or objects shall be brought in or used without prior permission from the museum.
12. Naked flames are not permitted in any part of the museum. All special effects, stunts, and use of additional props/materials and adhesives must be approved in advance by the museum.
13. The cleanliness, beauty and integrity of the museum must be respected at all times. Please ensure that all equipment and any other props or items do not obstruct any public areas and are removed at the end of the filming/photo shoot.
14. The applicant and filming/photography crew shall address any queries of museum staff and shall adhere to the allocated timing for the filming/photo shoot. If an extension of time is required, please notify the Visitor Services counter and make the necessary additional payments. Security and exhibition restrictions and instructions as defined and required by the museum must be fully observed at all times.
15. The museum reserves the right to refuse any application for any reason and also the right to withdraw any approval granted and to stop any filming/photo shoot or related activities due to any breach of these terms and conditions or other requirements of the museum, and the museum shall not be liable for any loss in relation to the same.

16. The applicant shall indemnify the museum from and against all loss, damage, expenses, liability and costs suffered by the museum arising out of or in relation to the applicant's conduct of the filming/photo shoot and the breach of any of these terms and conditions. Without prejudice to the above, the applicant agrees to indemnify the museum against any loss or damage caused by the applicant or the filming/photography crew in respect of any property and the premises of the museum.
17. The applicant shall be responsible for the safe and responsible conduct of the filming/photo shoot in accordance with all applicable laws and regulations, including but not limited to the care, proper storage and transportation of any equipment and props or other items that the applicant may require in relation to the same. The museum accepts no responsibility for any third party claims, demands, losses, damages, penalties and injuries to persons or property in connection with the applicant's conduct of the filming/photo shoot.
18. Depending on the nature of the request, the museum may also require the applicant to seek written permission from relevant authorities, communities and/or organisations prior to the filming/photo shoot.
19. The applicant is reminded that the museum is open to the public and must be mindful of human and vehicle traffic to prevent obstruction to traffic flow or disruption to museum visits and the business of its tenants.
20. Please note that the location(s) are provided as is and the museum does not make any representation or warranty whatsoever in relation to the same.
21. Failure to abide by the above terms and conditions may result in immediate cessation of the filming/photo shoot with no refund of payment or any form of compensation.
22. The museum reserves the right to change any rates or terms and conditions contained herein at any time without prior notice.
23. If you require additional information or have any queries, please email us at [nhb\\_nm\\_hospitality@nhb.gov.sg](mailto:nhb_nm_hospitality@nhb.gov.sg)